

You are welcome to use this template as a guide for hiring staff to lead your own DV/Healthcare partnership. Text in red should be changed to reflect the players in your partnerships. Consult with your own HR or legal team on requirements, nondiscrimination and ADA/Physical demands statements.

## Domestic Violence & Health Partnership Project Coordinator

Part Time 20-25 HRS PER WEEK

Reports to: Director of Programs

Compensation Range: X-XX

*Insert your organization's boiler plate information here.*

### Essential Functions and Objectives:

**Organization A** is seeking a dynamic and knowledgeable leader as a Project Coordinator (PC). This collaboration between **Organization A** and **Organization B** will focus on improving systems of care, specifically related to the implementation of the Affordable care Act. Through collaboration, education, assessment, implementation, evaluation, and documentation the PC will lead this partnership to address and prevent domestic violence through an integrated model of service and system level improvements.

### Responsibilities:

Working in Collaboration with both **Organization A** and **Organization B**:

- Lead and complete multiple needs assessments, including **Health Care Org's** patient population and staff understanding of domestic violence.
- Create and track the system of care work flow and service delivery logistics.
- Create a project specific domestic violence resource guide to be used at the clinic.
- Develop and implement protocols and procedures, training curricula, and a referral system related to the partnership.
- Implement trauma-informed domestic violence screening tools and provide in-depth related trainings for **Health Care Org** staff, a modified version to doctors and nurse practitioners, and additional specialized training to key **Domestic Violence Org**.
- Implement the designed screening tool to a specified number of patients, evaluating and adjusting the tool as needed.
- Responsible for regular reporting to both organizations, including the successes and challenges.
- Identify technical assistance needs, identify and/or develop technical assistance trainings relevant to both organizations.

### Knowledge, Experience, & Other Requirements:

- Bachelors' degree in related field plus 3 years experience in the domestic violence work OR at least 5 years experience in the domestic violence work.
- Background in cultivating, sustaining collaborative partnerships, specifically related to systems
- Excellent interpersonal skills
- Experience developing and facilitating trainings, educational tools, and materials
- Strong interpersonal, written and verbal communication skills, the ability to work with people at all levels and diverse cultural backgrounds
- Strong problem solving skills; experience in managing conflict; ability to respond creatively to challenges.
- Bachelor's degree from an accredited college

This position is not limited to those duties listed in this position profile. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of **Hiring Organization**.

**CLASSIFICATION:** **Non-Exempt, Part Time**

**COMPENSATION:** **\$X-XX eligible for some benefits**

**TO APPLY:** Please send resume and cover letter **to hiring organization's email, fax or physical address**, with "DV & Health Partnership Coordinator" in subject line. Review of applications will begin **DATE** and continue until the position is filled.

**NON-DISCRIMINATION:** **Hiring Organization is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgendered, or intersex are particularly urged to apply. ND maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.**

**PHYSICAL DEMANDS:** **While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions except when accommodation would cause Hiring Organization undue hardship.**